



# Office of the City Clerk

Weekly Report – for Week Ending May 12, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

#### *May 16, 2017 Election*

Staff coordinated a successful Supply Pick Up Day (SPUD) on Saturday, May 6, 2017. They deployed 60 supply-filled moving trucks to various depots throughout the City and were able to distribute 987 of the election supply tubs to their corresponding precinct board inspectors. Supply tubs that were not picked up from the field by poll workers have been returned to the warehouse and are being tracked by a Radio-Frequency ID system. This system tracks all supply tubs as they leave the building and provides a real-time status report. This information is used to deliver all election supplies in time for election day.

To date, approximately 97,139 Vote By Mail (VBM) ballots have been received, processed and checked against LA County's voter data files. VBM ballot inspection began on Friday, May 12, 2017. The supplemental mailing of the English and non-English Official Sample Ballot/Voter Information Pamphlet (OSB) was completed this week. Approximately 10,600 OSBs were mailed.

A 2<sup>nd</sup> redundant fail-over system has been tested and setup to post the election results on election night in the event that the first system fails. This is part of the standard election systems pre-planning procedure.

#### *Additional Election Activity*

The Fire and Police Pension Board election was certified on May 4, 2017. Staff is currently preparing the request for election administration reimbursement.

The Election for the Board of Deferred Compensation Administration Active Participant LACERS and LAFPP Representative will be held on Friday, May 12, 2017. To date, the Division has received 1,680 ballots.

Staff conducted outreach at 10 community education events, 10 library events and at two senior citizen events.

### Business Improvement Districts

On May 10, 2017, the City Council adopted the Ordinance of Intention setting the hearing date for the renewal of the San Pedro Historic Waterfront Business Improvement District. The Public Hearing was held Friday, May 5, 2017.

### Records Management

Staff began coordinating with ITA on transferring the electronic files of the prior Council District 7 Office to the Office of the City Clerk's Records Management Division.

### Neighborhood Council (NC) Funding Program

Temporary accountants are being assigned to assist Neighborhood Councils that are not in compliance with monthly expenditure report submissions.

There are currently seven Neighborhood Councils with frozen funds due to NC Plan violations and/or unresolved financial management issues.